

NORTHVILLE DISTRICT LIBRARY BOARD OF TRUSTEES

Regular Meeting Minutes

Thursday, Sept. 26, 2019 – 7:30 p.m.

Northville District Library Carlo Meeting Room

- 1 **Call to Order:** Chairperson Alan Somershoe called the Regular Meeting to order at 7:30 p.m.
 - 1.1 **Roll Call** - Present: Trustees Joe Corriveau, Suzanne Schimanski-Gross, Alan Somershoe, Deborah Stanifer and Thomas Thompson. Also present: Laura Mancini, Library Director; Karen Fehl, Assistant Library Director; Carla Eggert, Administrative Assistant; Nicholas Vlisides, prospective Board member. Absent: Trustee Robert Sochacki.
 - 1.2 **Acting Secretary:** Thomas Thompson was appointed Acting Secretary for the meeting in place of Trustee Robert Sochacki.
 - 1.3 **Approval of the Agenda:** **MOTION:** Thomas Thompson made a motion to approve the agenda as submitted. Deborah Stanifer seconded the motion. Motion passed.
 - 1.4 **Approval of Meeting Minutes, 08/22/19:** **MOTION:** Deborah Stanifer made a motion to approve the August minutes as written. Joe Corriveau seconded the motion. Motion passed.
- 2 **Citizen Comments:** None.
- 3 **Correspondence:** None.
- 4 **Director's Report:**

Continuing Education: Laura Mancini distributed the quarterly Librarians Continuing Education report. The Michigan Library Association (MLA) conference will be held Oct. 16-18, 2019 in Novi and a large contingent of staff are attending.

Events: Laura reported that the Library held its first-ever Adult Spelling Bee on September 16 at Genetti's, in their theater which was the perfect location for the event. On Sept. 25 we held a History of Northville program with Brian Turnbull. Mr. Turnbull has presented many past programs on Northville history at the Library. We received a complaint that the Library should not have held the program since he is running for Northville Mayor. Programs are planned far in advance and this program was planned in March 2019, before Mr. Turnbull had decided to run for Mayor.

Integrated Library System (ILS): As part of the on-going study on changing ILS systems, Laura reported that Steve Bowers of DALNET, who has written on selecting a new ILS spoke to Northville and Novi Library staff members about the process.

Library Decor: Karen Fehl reported that the Library had received several donations in memory of Mark Yutzy. A book bin was purchased and painted by the same artist who painted the puppet theater in the youth area. The bin turned out beautifully and is now being used to hold our Disney books. Laura reported that the Library received an award from the City Beautification Committee for our landscaping.

Outreach Activities: Laura reported that she attended the Downtown Development Authority (DDA) Marketing Committee meeting held here at the Library in early September where they discussed planning for the Heritage Festival. The Library had a large group planning to march in the Heritage Festival Parade but it was cancelled due to weather. The Library is currently holding a Book Walk, with the book *Bear is not Afraid*, at Maybury State Park. It is the first Book Walk held in a state park. The kick-off party had an appearance by Smokey Bear and the park has asked us to extend the amount of time the display is up to coordinate with their programs. Laura gave a presentation to the Northville Rotary Club about library services and

programs. She also attended the Northville Township Board of Trustee meeting and spoke to the Board about the programming the Library is doing in the Township.

Security Issues: Laura reported that several strange items including empty liquor bottles and drug tests have been found in various trash cans in the Library. This was first reported near the end of the last school year and has begun again with the start of school so there is a chance there is a student connection. Laura has spoken with the Northville Police who have agreed to do a periodic walk-thru of the Library. They also advised that we should install additional security cameras in select areas of the library.

5 Friends of the Northville District Library Report: Martha Nork reported that the Friends utilized the non-profit booth at the Northville Farmers Market last Thursday, Sept. 19. The Friends took two boxes of used books to give away and had a positive reaction from people. The Friends thought it was a successful event and would do it again. The Friends secretary, Linda Bolam, has reviewed and updated the Friends archives this summer. This had not been done for several years. Upcoming Friends programs include Every Brilliant Thing at the Community Center on Sept. 30, Low Vision with Mary Ellen Daniel from Henry Ford Health System on October 1 and Eloise: Facts and Fiction with novelist D.E. Johnson on October 15. The Friends annual Cider on Sunday event will be held Sunday, Oct. 20 from 1:30 to 4:00 p.m. with cider and doughnuts from Parameters, a craft table, scavenger hunt in the library and book-themed raffle baskets. This event kicks off national Friends of the Library Week. The Friends total assets as of August 31, 2019 was \$55,323.69 with funds still to be given to the Library for a few items on the Library annual and special request donation lists. The Friends worked with Library staff member Sarah Milroy on a new newsletter format.

6 Employee Service Credit Purchase: Laura reported that Head of Youth Services Dorie Freebury has requested to purchase five months of service credit from the Municipal Employees Retirement System (MERS) to allow her to meet the twenty five years of service requirement and retire in December. **Resolution 2019-04** regarding this service credit purchase was read. Suzanne Schimanski-Gross made a motion supporting the resolution. Deborah Stanifer seconded the motion. Resolution 2019-04 passed by a unanimous vote of the Trustees present.

7 Post Office Relocation: Laura reported that the post office in Northville has notified the City of its intentions to relocate the post office to another location in the City when the lease on the current building is expires.

8 Prospective Board Member Interview: Chairperson Alan Somershoe reported that Board member Jim Morche' has resigned from the Board of Trustees effective immediately due to health concerns. The Board invited Nicholas Vlisides, who ran for a Trustee position in the past election, to come speak to the Board about the open position. Mr. Vlisides distributed his resume and spoke with the Board about his love for libraries and his desire to help out in the community. **MOTION:** Joe Corriveau made a motion to appoint Nicholas Vlisides to the position of Board Trustee for the time remaining on the term vacated by Jim Morche. Thomas Thompson seconded the motion. Motion passed.

9 Budget and Finance Review:

9.1 Bills over \$1,000 for approval: Deborah Stanifer presented the List of Bills over \$1,000 for September 2019. **MOTION:** Deborah Stanifer made a motion to approve these bills in the amount of \$83,510.53 for payment. Thomas Thompson seconded the motion. Motion passed.

- 9.2 Financial Report:** Deborah reported we have received 101% of our tax revenue for the year and received penal fines that came in \$1,325 over what was budgeted. We have not received any tax refund requests this year.
- 9.3 Third Quarter Budget Amendments:** Expenditures for Building/Equipment Maintenance are higher than expected for the year. **MOTION:** Deborah Stanifer made a motion to amend the budget for Building/Equipment Maintenance to \$120,000 which is an increase of \$20,000. Thomas Thompson seconded the motion. Motion passed. Deborah reported that the cost for copier expenses is increased for the year due to the purchase of new machines. **MOTION:** Deborah Stanifer made a motion to amend the budget for copy machine expenses by \$1,000 for a new total of \$10,000 for the year. Thomas Thompson seconded the motion. Motion passed. Deborah reported that the costs for public relations were higher than anticipated for the year due to higher program and material recycling costs. **MOTION:** Deborah Stanifer made a motion to amend the budget for Public Relations by \$3,000 for a new total of \$35,000 for the year. Thomas Thompson seconded the motion. Motion passed. Deborah reported that it has been the practice of the Board in the past to fund acquisitions as 10% of total revenues. As revenues have increased for the year Deborah proposes amending this line item. **MOTION:** Deborah Stanifer made a motion to amend the budget for acquisitions by \$8,000 for a new total of \$292,928. Suzanne Schimanski-Gross seconded the motion. Motion passed.

10 Committee Reports:

10.1 Facilities Committee:

- 10.1.1 **Architectural Services Proposal for Roof Replacement:** **MOTION:** Alan Somershoe reported that he contacted Merritt Cieslak about the roof replacement project and received an architectural services proposal that he distributed to the Board. There was discussion about the proposal. **MOTION:** Joe Corriveau made a motion to accept the proposal from Merritt Cieslak Design for architectural services related to roof replacement in the amount of \$14,300 with extra services billed at the rates listed in the proposal. Deborah Stanifer seconded the motion. Motion passed.
- 10.1.2 **Cady Street Construction Update:** Alan Somershoe stated that the construction on Cady Street appears to be behind schedule as they have only done the tear-down, not any of the work related to the widening of the street or the addition of parking spaces.
- 10.1.3 **Parking Lot Update:** Laura reported that the City of Northville kindly painted some additional arrows designating one-way traffic in the parking lot.

11 Announcements and Comments:

- 11.1 The next Facilities Committee meeting has been scheduled for Monday, October 7, 2019 at 8:00 a.m. in the Friends Community Room.
- 11.2 The next Finance Committee Meeting is scheduled for Tuesday, October 22, 2019 at 1:30 p.m. in the Friends Community Room.
- 11.3 The next Board Meeting will be on Thursday, October 24, 2019 at 7:30 p.m. in the Carlo Meeting Room.

12 Adjourn Regular Meeting: MOTION: Joe Corriveau made a motion to adjourn the September Regular Board Meeting. Deborah Stanifer seconded the motion. Motion passed. The meeting was adjourned at 9:10 p.m.

Respectfully Submitted,
Thomas Thompson, Acting Secretary
09/30/2019